

Space Family Education, Inc.
Board of Director's General Meeting

July 19, 2007

Safety Report

Director & Vice President (Chris W. and Debbie B./Jay L.)

Close Calls: No new close calls were submitted over the past month. Chris and the board are continuing to work the existing close call report associated with the danger of cars driving/parking around the JSC CCC while children are entering/exiting the building. The root cause of the close call was attributed to parents not adequately controlling their children while in the parking lot and when entering/exiting the CCC. Mitigation efforts include signs and informational materials directed to children and parents. There was a recommendation to look into leveraging off the current NASA-wide crosswalk safety campaign for signage and other materials. The close call remains open until mitigation efforts are completed.

Evacuation Plans: Debbie B. is continuing to work the updated facility evacuation plans as a result of findings from the most recent fire drill conducted at the CCC.

Accident/Illness Report: An accident/illness report was not generated for this month but the raw data has been collected and is available. Debbie B. will transition the task of generating the reports to the new Vice President, Jay L. Jay will generate the reports, post on the JSC CCC website and outbrief the data at subsequent monthly board meetings.

Director's Report

Staffing

New Hires:

Kristen B. replaced Stephanie P. as a teacher in Room 2. Stephanie left to care for her new baby.

Nancy S. replaced Judy R. for the summer as a teacher in Room 9. Nancy will be leaving at the end of the summer, to be replaced by the new Kindergarten teacher, Cathy K.

Three new bus drivers, Jeanne A., Felipe V. and Virginia R., have been hired to support summer activities at SFEI summer camp as well as at the CCC.

Resignations:

Sylvia G., the SFEI Office Manager, resigned in June.

Demetria S., Room 2 teacher, is resigning effective 7/27/07 to return to college.

Leanne S., Room 9 teacher, is resigning due to her family's move to Sugar Land.

Other:

Lara G., Room 1 teacher, will be taking a leave of absence for ~1 month. She will return to the CCC on August 27th.

Operations

FACILITY

“Green” JSC CCC: Construction on the renewable energy project at the JSC CCC is beginning this weekend with trenching around the center. Metal plates will be temporarily installed over the trenches in the parking lot and driveway. The trenches will then be filled with asphalt and speed bumps will be constructed on the driveway. Jerry Rowlands of JSC Center Operations, the “Green” JSC CCC Project Manager, will attend the August SFEI board meeting to discuss the project which is scheduled to be completed, weather permitting, by the end of August.

Asbestos Inspection: Per NASA requirement, an asbestos inspection was completed on July 14th at the CCC. Since the building was constructed relatively recently, the facility manager noted that the CCC will pass because it contains no asbestos.

Computers: NASA IRD installed 3 LAN connections in Rooms 4 and 5 to accommodate the new computers that IRD will be providing soon.

Insurance/Safety Audits: A Hartford Insurance audit was completed and SFEI received a \$2500 reduction in annual insurance fees. A previous NASA HQ safety audit noted that all medications at the CCC should be stored in a controlled area. As a result, Chris W. purchased a lock box and small refrigerator for her office which will be used to store medications. Chris will be working on the process for how to efficiently distribute the medications to the children, as required.

Room 2 Reconfiguration: Chris W. noted that, since more infants will be attending the CCC in August, Room 2 needs to be reconfigured with cribs. SFEI will need to purchase new cribs and mattresses. This expense needs to be accounted for in the new budget.

SPECIAL EVENTS

Summer Activities: The children are having a great time enjoying the special performances, field trips and splash day activities at the CCC.

Dance Tree: Dance Tree Management listened to parent input and worked with Chris W. to find a time for classes that did not conflict with any of the other summer activities.

Open House: Usually Open House occurs the week after the school year starts. However, this year, that is Labor Day week so Chris W. is considering hosting open house the second week after school starts.

Parent/Teacher Workday: Chris W. would like to hold a parent/teacher workday to freshen up and make improvements to the facility on Saturday, August 25th, prior to the start of the new school year. Meeting attendees noted that August 25th is Balloon Fest weekend. Chris commented that she would reconsider the date but that may be the only date feasible.

2007-2008 School Year Preparations: The new school year starts on Monday, August 27, 2007. Curriculum workbooks and other materials are being reviewed and ordered. The SFEI staff is busily working on the school calendar to be published in early August. All enrollment forms will be revisited and revised to eliminate duplication and incorporate new requirements from Texas State Licensing. Parent volunteer, Jane G., offered to create electronic versions of all SFEI forms to be completed in time for distribution at Open House.

Computer Instruction: Chris W. is working to bring a computer class back to the CCC for children aged 2-5 years. The current arrangement with "Computer Tots/Computer Explorers" is for the class to be an extracurricular activity for \$40/month (additional cost to members if choosing to participate). The class would include work with computers, robotics and legos (as age appropriate) and be conducted at the CCC during regular hours. Meeting attendees suggested that Chris look into the option offering the class to all children as part of regular tuition costs. Maybe with more attendees, the contractor could offer a reduced rate. Heather R. suggested that the computer teacher come to a board meeting to discuss the service. Jennifer M. further suggested that the teacher host a free session at the CCC with the kids to allow the parents/board/director to observe. Chris said she would discuss these suggestions with the contractor.

Committees Report

Fundraising:

Sippy Cup Golf Tournament: At the June 2007 General Membership Meeting, the board approved initiating a contract with Bay Oaks Country Club to host the Sippy Cup Golf Tournament fundraiser. Tournament organizers are targeting the 3-day weekend in February 2008 for the tournament. The tournament will be advertised to the broad, local community (not just SFEI members and/or NASA employees) in an attempt to maximize participation. SFEI member volunteers will be requested to help run the tournament. The fundraising committee will also seek corporate sponsors. SFEI will need to pay \$1000 to secure the facility. Player fees will cover all expenses (including repayment of the \$1000). Tournament sponsor donations will go directly towards the SFEI improvement fund. Heather R. recommended changing the name of the tournament (from “Sippy Cup”) to appeal to the larger community.

JSC CCC Alumni Association: The fundraising committee will be establishing a JSC CCC alumni association. The new group’s webpage will have a link from the JSC CCC webpage to include a virtual market where products can be purchased in which a percentage of the profits will go to the CCC for improvements. Products may include annual JSC CCC yearbooks.

Fundraising “Thermometer”: NASA IRD will be designing a “thermometer” for the fundraising committee for use in tracking fundraising revenue versus the annual goal. The thermometer will be physically displayed in the JSC CCC lobby and electronically displayed on the website.

Corporate Sponsors: Jennifer M. asked Miranda if her former company would still be giving a grant to SFEI. Miranda said she would ask but didn’t think it was likely since she had recently quit.

Debbie B. requested that the Fundraising Committee provide grocery store customer cards to the CCC for distribution to members during Open House. When the cards are presented to the cashier while purchasing groceries, a portion of the grocery sale will go to SFEI. Jennifer M. confirmed that she would be providing the cards.

Guidelines for Staff Fundraisers: Jennifer M. requested that the board establish guidelines for when a fundraiser may be held to assist a staff member in need. In the past, the director decided to host fundraisers (dinner, raffle, silent auction, etc.) to help a staff member who was injured or ill and required leave from work for an extended period of time. However, there are no objective criteria to determine when such an event should be held. Without criteria, staff members may feel the decision to provide such assistance is subjective. Jennifer M. agreed to draft a set of criteria and send to the board for review.

Curriculum: Chris W. reported receiving a lot of interest from teachers and members who want to participate in the curriculum committee. The first curriculum committee meeting was scheduled for 6/27/07 but, due to the untimely resignation of the SFEI Office Manager, Chris has had to focus on routine tasks to keep the CCC running smoothly and was unable to lead the meeting. The committee plans to meet before the start of the school year but, there is not sufficient time to adequately review and modify the curriculum for the 2007-2008 school year. Instead, the committee will focus on changes for the 2008-2009 school year.

Standard Operating Procedures (SOP): The SOP re-write is still in work. The document will be released by the start of the new school year.

Newsletter and Web Page: No report.

Budget Committee: A budget committee was not formed to review next year's budget. However, Miranda will host a budget meeting next Wednesday, July 25, 2007 from 3:30-4:30p in Chris W.'s office. Miranda will discuss the financial status of SFEI and propose a minor tuition increase to cover cost of living increases. The meeting is open to all SFEI members.

Expansion: The committee chair (Stephen W.) was unable to attend the meeting due to the recent birth of a child. Debbie B. reported that Stephen got the action to update the child care center market survey to illustrate how competitive JSC CCC tuition rates are. Debbie noted that she had talked to Stephen who said that he was running behind on the survey since being on paternity leave but that he would try and finish it next week. Heather R. offered to get in touch with Stephen and help complete the survey.

Room Reports

No room reports.

Board Members' Reports

Policies and Procedures (Liana R/Karen H.)

Liana R. and Karen H. were unable to attend the meeting. Debbie B. reported that Liana is working on the SOP and migration. In addition, Liana plans to get together with Karen to begin transition activities. Debbie B. has taken the initiative to draft a work instruction for the Policies and Procedures board position. She will send the draft to Liana for review. Chris W. noted that the Policies and Procedures chairperson duties will be reduced this coming year because she will be managing the student migration, as deemed more appropriate by both the board and the director.

Treasurer (Miranda S./Heather R.)

Miranda has been busy completing next year's SFEI budget and will host a budget meeting open to all SFEI members on Wednesday, July 25th from 3:30p-4:30p in Chris W.'s office at the CCC. A tuition increase will be required beginning September 1, 2007 to keep up with nominal cost of living increases. A letter will be sent to the members by August 1, 2007 announcing the new tuition rates that will go into affect on September 1, 2007.

In order to finish the accounting systems and procedures she has been establishing for SFEI and transition these activities to SFEI staff and the new Treasurer, Miranda intends to continue the work for another 6 months despite no longer holding the Treasurer position.

Secretary (Tammy G.)

By-Law Changes: All By-Law change proposals on the June 2007 ballot passed and the SFEI By-Laws have been updated and posted to the JSC CCC webpage at (<http://www1.jsc.nasa.gov/childcare/Bylaws/SFEI-BYLAWSJul07.pdf>)

Board of Director Elections: Three new board members, Karen Hu, Jay Leggett and Heather Rarick were elected in June 2007 replacing three outgoing board members, Melanie Saunders, Liana Rodriggs and Miranda Scroggins. The new board will be as follows

President – Debbie Berdich
Vice President – Jay Leggett
Treasurer – Heather Rarick
Policies and Procedures Chairperson – Karen Hu
Secretary – Tammy Gafka

Tammy took the action to update the SFEI letterhead to reflect the new board members and positions and provide updated letterhead to the board members and director.

Corporate Bank Services: Currently the SFEI corporate bank account and bus loans are kept at Sterling Bank. The JSC Federal Credit Union (FCU) now offers banking services for businesses. Since a majority of SFEI members are also members of the JSC FCU, moving the SFEI business account to JSC FCU would provide convenience to the members in making tuition and other payments and also, once a process is in place, streamline SFEI accounting by minimizing the number of paper checks handled. Debbie B. suggested that the new SFEI Treasurer, Heather R., further investigate moving the SFEI corporate bank accounts to JSC FCU. If it is determined to pursue the change, it'd be optimal to set up the new accounts before the start of the new school year so information on how to make payments electronically can be provided to the members in the Open House package. However, if that is not feasible, the proposal can be mentioned at Open House and a memo can be sent out later in the year to notify the members of a bank change and new payment processes available. Tammy noted that she would provide the background information she had collected on the JSC FCU business banking services to Heather R.

Vice President (Jay L.)

Jay L. reported that he will be on vacation next week.

President (Debbie B.)

New SFEI Board: Debbie B. requested that Rene H. help her set up a meeting with Natalie S. to introduce the new SFEI Board of Directors.

Awards: Debbie B. announced and congratulated Chris W. on being awarded a Certificate of Appreciation from JSC Center Director Mike Coats for coordinating efforts to provide child care to members who were working extended hours during STS-117. Chris W. will receive the award during a ceremony to be held on August 2nd.

SFEI Gate List: Debbie B. continues to work the changes to the JSC CCC gate list in support of NASA's new security directive, HSPD-12. After asking for and receiving feedback from members, Debbie submitted the new list to security last Friday. After the deadline, Debbie received changes from two more members that she incorporated and submitted in an updated gate list yesterday. Debbie recently received concurrence on the work instruction she wrote to provide to members on how to submit a badge request for a visitor to pick up/drop off a child. Debbie will provide the work instructions to the members via the cubbies when complete. In addition, she will post the instructions on the JSC CCC webpage, minus the link to the NASA badging site. Due to the background knowledge she has in working badging issues at the CCC, Debbie stated that she would retain the position of badging representative on the SFEI Board of Directors.

Emergency Action Plan: The CCC hurricane emergency action plan needs to be reviewed and updated. After modified, a drill would be performed to test the call trees and other steps in the plan. A recommendation was made to perform the drill in October, after all the new families have been enrolled. Heather R. noted that some NASA employees are required to remain on-site as the hurricane level gets more severe. Would child care services be available for those employees? Chris W. replied that some CCC staff may be able to stay to care for the children of those employees. This would need to be worked out. Debbie B. will send the section of the Standard Operating Procedures (SOP) that details the emergency action plan to the board for review.

Member Walk-Ons: None.

Next Month's Topics:

- Green JSC CCC – Jerry Rowlands
- Child Care Market Survey – Stephen Williams/Heather Rarick

Attendance:

BOD: Debbie B., Jay L., Heather R., Tammy G. (by telecon)

SFEI Staff: Chris W.

NASA Liaison: Rene H.

Members: Jennifer M., Eldora V., Miranda S. (by telecon)

**The next meeting is scheduled for August 16, 2007,
Building 111 Conference Room – 11:30 AM - 1:00 PM**